

# Kentucky Board of Podiatry

P.O. Box 174  
Glasgow, KY 42142-0174  
1-270-834-8932

## KENTUCKY PODIATRY LICENSE APPLICATION INSTRUCTIONS

1. Complete the enclosed application answering all items in full. Those that do not apply mark them n/a. If more space is needed, add additional information on the back of the application
2. Sign the completed application and have the application notarized.
3. Attach a camera dated photo of you taken within the past 6 months. Sign your name in the left margin of the photo.
4. Attach a certified check, cashiers check or money order for \$250.00 made payable in U.S. Funds to KENTUCKY STATE TREASURER. Application fees are nonrefundable regardless of circumstances.
5. Have the appropriate schools, colleges or institutions send the following transcripts directly to the Kentucky State Board of Podiatry. Copies of transcripts sent by the applicant are not accepted.
  - a. Undergraduate colleges or universities
  - b. Graduate colleges or universities
  - c. Podiatry, medical, dental schools or colleges
  - d. Clinical evaluations from podiatry school
  - e. List of 4th year rotations or externships
  - e. National Board Certification for Part I, II and III(PM Lexis)
  - f. National Practitioner Data Bank and Healthcare Integrity and Protection Data Bank  
(www.npdb-hipdb.com) (students or new graduates who have no other state licenses are exempt)
  - g. Primary source verification of licenses from other states including any disciplinary action, sanctions, or suspension of license
6. Residency training is not required, however if are in a program or have completed a program, please send a copy of the residency program certificate or letter from residency director stating your participation.
7. Three letters of recommendation from peers (excluding relatives and/or partners) sent directly to the Board.
8. The Commonwealth of Kentucky requires that all applicants take a 2 hour HIV/AIDS course. Only certified courses given in Kentucky are accepted. Obviously, this is a great inconvenience to applicants far from Kentucky. We will accept home study courses. You may find a list of approved courses at the following web address: <http://chfs.ky.gov/dph/epi/hiv aids.htm>. If the list is not available contact the Cabinet by phone using the number on the web page and request a list of certified courses for medical providers.
9. All application material must be received by the Kentucky State Board of Podiatry 40 days prior the examination date to be eligible to sit for the examination and interview. If you have any questions please contact the secretary for the Kentucky State Board of Podiatry listed above.